

Town of Manchester
September 8, 2015

The Mayor and Council of the Town of Manchester met on the above date. Those present were Mayor Warner, Melinda Smith, Jenn Warner, Vince Pacelli, Debra Howe, Dale Wilder, Steve Miller, Kelly Baldwin and Andrew Eppley.

The Pledge of Allegiance was recited.

Mr. Wilder made a motion to approve the August 11, 2015 minutes. Ms. Smith seconded the motion. The motion passed unanimously.

Ms. Smith made a motion to receive the July 2015 Treasurer's Report. Ms. Warner seconded the motion. The motion passed unanimously.

Mr. Pacelli made a motion to receive the August 2015 Check Register. Ms. Smith seconded the motion. The motion passed unanimously.

Commissioner Wantz stopped by to greet the Mayor and Council. There will be a second meeting for "Not in Carroll" drug summit on September 10, 2015. The County is working on their roads priority with Rt. 32 being the top concern. Commission Wantz assured that the Rt. 30 Bypass around Manchester was still on the radar. Medical marijuana is a topic that will need to be investigated. Mayor Warner mentioned that one possibility to alleviate traffic congestion on Rt. 30 would be to try and connect Maple Grove Road to Miller Station Road. Mr. Miller was told an "origin and destination" study would be needed by SHA.

Mayor Warner welcomed Andrew Eppley as the new youth representative to the Council. Mr. Eppley is a junior at Manchester Valley High School.

Mayor Warner read the monthly police report. There were 50 calls for service in August. Part 1 crimes are down from this time last year. Traffic enforcement has continued. School has started so drivers need to be aware of school bus stops. Mayor Warner mentioned that he and Chief Hess have received calls concerning drones. At this time, the Administration will need to keep monitoring larger jurisdictions to see how they plan to handle this activity.

Mr. Miller gave the monthly Town Administration and Public Works report. There were no changes in SHA Route 27 project. Sheetz is in negotiations with the Board of Education regarding real estate. Staff has met with the potential contractor for the new Town Hall/Police Department to go examine value engineering options. Code enforcement continues. The infrastructure for Manchester Farms Section 7 is approximately 30% complete. Staff has begun the process of updating Manchester's Comprehensive Plan. Mr. Miller reminded citizens that watering lawns is prohibited at this time. The inclusive playground equipment has been delivered. There will be observatory dedication on September 20, 2015 at 5pm at Charlotte's Quest Nature Center.

Ms. Warner made a motion to approve the purchase of a 2016 Ford ¾ ton F350 pickup truck from Apple Ford in the amount of \$34,908. Mr. Pacelli seconded the motion. The motion passed unanimously.

Mr. Wilder made a recommendation made a motion to approve the street repair bids from C.J. Miller in the amount of \$186,640. Ms. Howe seconded the motion. The motion passed unanimously.

Mr. Miller reviewed the process the Town has gone through over the last 10 years or so in looking to purchase and/or upgrade or expand the Town Hall and Police Department. A bid

document was developed by our architect, Dean Camlin, based on staff recommendations. Staff met with the low bidder, Brechbill & Helman and discussed value engineering. Dean Camlin summarized the process of designing a building that would meet current and future needs. The estimated price to construct and furnish the 8100 sq. ft. building is \$2.1 million. Although the Town has the monies to fund the project, staff has initiated discussions with financing consultants to determine how best to handle. They will bring information back to the Mayor and Council in October. Ms. Smith made a motion to start the process to move forward with the project with Brechbill & Helman. Mr. Pacelli seconded the motion. The motion passed unanimously.

Based on new National Flood Insurance Program criteria, the Town must meet these requirements. A joint resolution was crafted as an agreement between the Carroll County Commissioners and the Mayor and Council of the Town of Manchester to enforce Manchester's Floodplain Management Ordinance. Mr. Pacelli made a motion to approve Resolution No. 03-2015. Mr. Wilder seconded the motion. The motion passed unanimously.

In conjunction with the Resolution, the Town needs to enact an ordinance adopting by reference revised flood insurance study, flood insurance rate maps and floodplain management regulations as published by FEMA dated October 2, 2015. Ms. Smith made a motion to adopt Ordinance No. 221 as an emergency ordinance. Ms. Warner seconded the motion. The motion passed unanimously.

There was a work session held on Wednesday, September 2, 2015 to go over the proposed changes to the Personnel Policy. Some changes include increasing the number of hours allowed to accrue and establishing a liberal leave policy. Ms. Warner made a motion to approve the changes to the Personnel Policy. Ms. Howe seconded the motion. The motion passed unanimously.

Council members gave committee reports.

Ms. Smith made a motion to adjourn the meeting. Mr. Wilder seconded the motion. The motion passed unanimously. The meeting adjourned at 8:42pm.

Respectfully submitted, Kelly J. Baldwin